

Inter-American Foundation Memorandum

DATE: May 25, 2001
TO: Richard McFee, Debra Shreeves, Lisa Pennington, Vickie Bailey, Stacy Roberts, Felicia Sharpe, Accounting Team at the Bureau of Public Debt (BPD)
Inter-American Foundation (IAF) Program Staff
FROM: Linda Borst, Vice President for Programs, IAF
RE: Procedures for Processing the IAF's grant disbursements and contract invoices through BPD
CC: David Valenzuela, President, Carolyn Karr, General Counsel, Arnie Garza, Auditor, Pam Palma, Management Analyst, Margarita Guerra, Paralegal Specialist

Based on the meeting between IAF and BPD staff in February and subsequent correspondence and discussion, we have developed new standard procedures regarding the processing of the IAF's contract invoices and grant disbursements with BPD.

Please note: we have changed the names of our two field contractors as follows:
The Country Liaison Officers (CLO) are now called Local Liaison and Advisory Services (LLAS).
The E&D Monitors are now called Data Verifiers (DV).

Therefore, beginning April 9, 2001, the IAF & BPD will be using the following standard procedures for the processing of the IAF's contract invoices and grant disbursements through BPD:

International Contract Invoices:

Contractor sends the original invoice to BPD at the following address:

- via FedEx:
Bureau of Public Debt
ARC ASD IA
200 3rd Street
Parkersburg, WVA 26106
(304) 480-7119
- mailed within the US:
ARC ASD IA
PO Box 1328
Parkersburg, WVA 26106

CONTRACT DISBURSEMENTS

1. BPD has provided IAF with the invoice format, which IAF will translate into Spanish and Portuguese.
2. BPD faxes invoice to Ana Savage, IAF Administrative Program Coordinator, within two days.
3. Ana distributes invoices to COTRs within two days.
4. COTR reviews invoice and requests payment. COTR faxes certification payment request package which includes a copy of the contractor invoice to Stacy Roberts, Accounting Contact for IAF at BPD (see revised Attachment A: "LLAS Payments to be Processed by COTR" instructions attached) within five days.
5. BPD acknowledges receipt of fax within two days by e-mailing COTR and copying Ana Savage.
6. BPD keeps the original invoices in their files.
7. Copies of the invoices are filed as follows at IAF; For DVs: COTR files copy of invoice in E&D's files. For LLAS: COTR gives Ana a copy of the invoice for filing in Central Program's LLAS files.
8. US dollar payments are sent to contractors by BPD via wire transfer called "EFT" (see instructions for EFTs in Attachment B attached) or US dollar checks are sent directly via FedEx within 10 days of receipt of certified invoice.
9. BPD notifies contractor via e-mail and copying COTR and Ana Savage that the payment has been made. E-mail will be English/Spanish or English/Portuguese.
10. COTR logs in payment in Program budget tracking system (for DV-Miguel Cuevas, for LLAS-Ana).

GRANT DISBURSEMENTS

There are three types of payments: wire transfers (EFTs), US dollar checks or local currency checks. The procedures for the three types are as follows:

Procedures for wire transfers/EFTs:

1. On Thursdays, Blanca Suarez, Program Coordinator, will FedEx grant disbursements approved for payment with cover transmittal form, listing all disbursements, to Vickie Bailey, Policy and Reports Branch at BPD. The grant disbursement requests will include the Program Funding Disbursement Record, the Grant Payment Request Information and the IAF Foreign Grantee Request Form for an Electronic Funds Transfer (see Attachment C for copies of these forms). For first time grants and amendments, Blanca will include a copy of the grant/amendment agreement. When grantees first switch to US dollar disbursements, Blanca will include copies of the related correspondence.
2. Within two days of receipt, BPD faxes back transmittal form as confirmation of receipt of disbursement package.

3. BPD processes EFTs within two days of receipt of disbursement request. BPD will confirm EFT information with correspondent US bank. BPD e-mails grantees and copies Blanca that they have sent an EFT. E-mail will be English/Spanish.

Procedures for US dollar checks:

- In countries, where IAF currently has LLAS (Bolivia, El Salvador, Guatemala, Peru):
 1. On Thursdays, Blanca will FedEx disbursements approved for payment with cover transmittal form, listing all disbursements, to Vickie at BPD. Grant disbursement requests will include the Program Funding Disbursement Record, the Grant Payment Request Information and the IAF Foreign Grantee Request Form for a Disbursement by Check (see Attachment C for copies of these forms).
 2. Within two days of receipt, BPD faxes back transmittal form as confirmation of receipt of disbursement package.
 3. BPD processes US dollar check requests within ten days.
 4. BPD will FedEx grantee checks directly to LLAS to distribute to grantees. Within two days of Fedexing checks, BPD will notify LLAS via e-mail and copy Blanca that the US dollar checks have been sent via FedEx and include FedEx tracking number in e-mail. E-mail will be English/Spanish.
- In countries, without LLAS:
 1. On Thursdays, Blanca will FedEx disbursements approved for payment with cover transmittal form, listing all disbursements, to Vickie at BPD. All grant disbursement requests will include the Program Funding Disbursement Record, the Grant Payment Request Information and the IAF Foreign Grantee Request Form for a Disbursement by Check (see Attachment C for copies of these forms).
 2. Within two days of receipt, BPD faxes back transmittal form as confirmation of receipt of disbursement package.
 3. BPD processes US dollar check requests within ten days.
 4. BPD will FedEx grantee check directly to grantee. Within two days of Fedexing check, BPD will notify grantee via e-mail and copy Blanca that the US dollar check has been sent via FedEx and include FedEx tracking number in e-mail. The grantee can then follow up with FedEx in their country, like they must do now with Sky-Net packages sent from IAF. E-mail will be English/Spanish.

Procedures for Local Currency:

- In countries, where IAF currently has LLAS (Bolivia, El Salvador, Guatemala, Peru):
 1. On Thursdays, Blanca will FedEx disbursements approved for payment with cover transmittal form, listing all disbursements, to Vickie at BPD. All grant disbursement requests will include the Program Funding Disbursement Record, the Grant Payment Request Information and the IAF Foreign Grantee Request Form for a Disbursement by Check (see Attachment C for copies of these forms).
 2. Within two days of receipt, BPD faxes back transmittal form as confirmation of receipt of disbursement package.
 3. BPD processes local currency check requests within 28 days.
 4. Charleston SC will send the local currency checks to BPD. BPD will advise Charleston to send checks to BPD directly. Within two days of receipt, BPD will FedEx grantee check directly to LLAS to distribute to grantees. Within two days of Fedexing checks, BPD will notify LLAS via e-mail and copy Blanca that the local currency checks have been sent via FedEx and include FedEx tracking number in e-mail. E-mail will be English/Spanish.
- In countries, without LLAS:
 1. On Thursdays, Blanca will FedEx disbursements approved for payment with cover transmittal form, listing all disbursements, to Vickie at BPD. All grant disbursement requests will include the Program Funding Disbursement Record, the Grant Payment Request Information (Attachment C attached).
 2. Within two days of receipt, BPD faxes back transmittal form as confirmation of receipt of disbursement package.
 3. BPD processes local currency check requests within 28 days.
 4. Charleston SC will send the local currency checks to BPD. Within two days of receipt, BPD will FedEx grantee check directly to the grantees. Within two days of Fedexing check, BPD will notify grantee via e-mail and copy Blanca that the local currency check has been sent via FedEx and include FedEx tracking number in e-mail. E-mail will be English/Spanish or English/Portuguese.

Country-Specific Challenges:

Brazil: Brazilian law requires that all US Government checks must be issued in local currency. Therefore, IAF will have to continue issuing grant disbursements in local currency and they all must be sent to the US Embassy in Brazil. For Brazil grantees, IAF will include the address of the US Embassy in Brazil and the contact person. The US Embassy has offered to deposit grantee checks in the grantee bank accounts within 5 days of receipt.

We expect the above new standard procedures will improve the processing of international payments. We will continue to look for ways to streamline the process

and welcome other ideas and suggestions. Feel free to contact me if you have any questions. I can be reached at (703) 306-4308 or via e-mail: lborst@iaf.gov. Regards.

Attachments

I:\bpd\FINAL procedures for int'l payments

LLAS Payments to be Processed by COTR
3/-----xx---/01

- Fax the following set of documents to Accounting Contact for IAF at 304.480.7201 (currently Stacey Roberts).
 1. LLAS payment certification request cover fax (use document saved as: i:\bpd\prs\forms & regs\invoice-fax)
 2. Invoice
 3. Payment Information Form - for wire transfers use IAF Foreign Request Payee Form: I:\bpd\forms\eft int'l contract payments
 4. Any other pertinent information
- Make a copy of set faxed to BPD and give to Ana for CPO-LLAS files
- Log payment information in the following electronic document:
i\bpd\prs\CLO payments\summary\ country worksheet .xls

Samples attached: Fax
US dollar payment samples
Payment log

i:\bpd\prs\forms & regs\invoice-procedures

**INTER-AMERICAN FOUNDATION
LLAS PAYMENT REQUEST F A X**

From Fax: 703.306.4365
Number of pages:
(including this page)

Date:

TO: Accounting Contact for IAF
Stacey Roberts, Bureau of Public Debt
Fax #: 304.480.7201; Tel #: 304.480.7119

FROM:

COTR Signature:

Total to pay \$

RE: Contract/Purchase Order #

Please process payment for the attached invoice submitted by Local Liaison and
Advisory Services contractor in _____ for services covering the period

I certify that services have been performed in compliance with terms and conditions of
this contract.

Please send payment to the vendor via: _____ EFT (see attached form)
_____ US dollars check

For check, send to the following address:

Recipient's Name _____
Phone _____
Company (if applicable) _____
Address _____ Dept/Floor _____
City _____ State/Province _____
Country _____ Zip/Postal Code _____
E-Mail _____

Attachments: Invoice
EFT form (if applicable)
Other

i:\bpd\pr\forms & regs\CLO invoice-fax
3/ xxxx /01

Sample of payment log:

NOTE: this is a sample of invoice payment log to be updated by COTR. Go to the following Excel document I:\bpd\prs\CLO payments\summary\ click on country worksheet					
Bolivia - Country Liaison Office					
Invoice	Date faxed	Period of	Description of Services	Payment	Purchase
Amount	to BPD	Performance		Processed	Order #:
				by BPD	TPDAR-01-P-
7,820.00	10/31/00	7/1-9/30/00	BO CLO services	11/15/00	00077
2,199.00	11/27/00	11/6-24/00	Aquim/World Bank	12/19/00	00095
5,244.83	11/27/00	10/1-31/00	CLO services for October	12/19/00	00134
2,666.66	11/30/00	see desc.	\$1,3333 terminat. pay and \$1,333 benefits	12/19/00	00134
11,170.00	12/8/00	Nov,Dec,Jan	Advance payment (salaries not included)	12/19/00	00134
4,391.67	12/8/00	11/1-30/00	CLO services for November	12/19/00	00134
4,391.67	1/5/01	Dec-00	CLO Services for December	1/23/01	00134
5,301.00	1/5/01	Dec-00	Aquim/World Bank	1/23/01	95
4,391.67	2/7/01	Jan -01	CLO Services for December		134
47,576.50	Total				

PAYEE NAME/ACRONYM _____
IAF CONTRACT NUMBER _____

INTER-AMERICAN FOUNDATION (IAF) FOREIGN PAYEE REQUEST FORM FOR
ELECTRONIC FUNDS TRANSFER (EFT) THROUGH THE "ABA FEDWIRE" SYSTEM

FOR DISBURSEMENT OF IAF PROGRAM FUNDS BY THE IAF
IN UNITED STATES (U.S.) DOLLARS

CONTRACT NUMBER	
PAYEE NAME	
PAYEE E -MAIL ADDRESS	
PAYEE TELEPHONE	

Section 5. NAME, TITLE, TELEPHONE NUMBER, AND SIGNATURE OF PAYEE OFFICIAL:	DATE:

SELECT ONLY ONE OF THE ATTACHED THREE OPTIONS THAT DESCRIBE
THE CURRENT STATUS OF THE BANK THAT HOLDS THE ACCOUNT OF PAYEE

IAF FOREIGN PAYEE REQUEST FORM
FOR AN ELECTRONIC FUNDS TRANSFER (EFT)

PAYEE NAME/ ACRONYM _____
IAF CONTRACT NUMBER _____

OPTION 1

Account of Payee in a U.S. bank

IAF TRANSFER THROUGH THE "ABA FEDWIRE" SYSTEM TO THE ACCOUNT OF
PAYEE IN A UNITED STATES (U.S.) BANK:

The IAF EFT payment will be transmitted through the "ABA FEDWIRE" system to the U.S. bank that holds the account of the payee. The U.S. bank then deposits the funds in the account of payee. The U.S. bank will provide payee with the "ABA FEDWIRE" number.

INFORMATION FOR AN EFT PAYMENT BY INTER-AMERICAN FOUNDATION TO THIS U.S. BANK	
U.S. BANK NAME	
STREET ADDRESS (if available)	
CITY, STATE, ZIP CODE	
"ABA FEDWIRE" NUMBER (a 9 digit number)	

INFORMATION FOR DEPOSIT BY THIS U.S. BANK IN ACCOUNT OF THE PAYEE IN THIS U.S. BANK	
EXACT TITLE OF PAYEE ACCOUNT IN THIS U.S. BANK	
ACCOUNT NUMBER	

IAF FOREIGN PAYEE REQUEST FORM
FOR AN ELECTRONIC FUNDS TRANSFER (EFT)

PAYEE NAME/ ACRONYM _____
IAF CONTRACT NUMBER _____

OPTION 2

Account of payee in a home country bank that holds an account in a United States (U.S.) bank

IAF TRANSFER THROUGH THE "ABA FEDWIRE" SYSTEM TO A U.S. BANK FOR DEPOSIT IN THE ACCOUNT OF THE HOME COUNTRY BANK:

Some payees hold accounts in home country banks that sometimes maintain accounts in U.S. banks (referred to "U.S. correspondent banks"). The IAF EFT payment will be transmitted through the "ABA FEDWIRE" system to the U.S. bank that holds the account of the home country bank. Then, the home country bank will deposit the funds in the account of the payee. The home country bank will provide the payee with the "ABA FEDWIRE" number of the U.S. bank and the account number of the home country bank.

INFORMATION FOR AN EFT PAYMENT BY INTER-AMERICAN FOUNDATION TO THIS U.S. CORRESPONDENT BANK	
U.S. BANK NAME	
STREET ADDRESS (if available)	
CITY, STATE, ZIP CODE	
"ABA FEDWIRE" NUMBER (a 9 digit number)	

INFORMATION FOR THE DEPOSIT BY THIS U.S. CORRESPONDENT BANK IN THE ACCOUNT OF THE HOME COUNTRY BANK IN THIS U.S. CORRESPONDENT BANK	
EXACT TITLE OF ACCOUNT OF THE HOME COUNTRY BANK IN THIS U.S. CORRESPONDENT BANK	
ACCOUNT NUMBER	

INFORMATION FOR DEPOSIT BY THIS HOME COUNTRY BANK IN THE ACCOUNT OF PAYEE IN THIS HOME COUNTRY BANK	
EXACT TITLE OF PAYEE ACCOUNT IN THIS HOME COUNTRY BANK	
ACCOUNT NUMBER	

IAF FOREIGN PAYEE REQUEST FORM
FOR AN ELECTRONIC FUNDS TRANSFER (EFT)

PAYEE NAME/ ACRONYM _____
IAF CONTRACT NUMBER _____

OPTION 3

Account of payee in a home country bank that maintains an established "transfer routing procedure" with a United States (U.S.) bank

IAF TRANSFER THROUGH THE "ABA FEDWIRE" SYSTEM TO A U.S. BANK THAT MAINTAINS AN ESTABLISHED "TRANSFER ROUTING PROCEDURE" TO TRANSMIT FUNDS TO THE HOME COUNTRY BANK:

Some payees hold accounts in home country banks that receive funds through an established "transfer routing procedures" from U.S. banks (referred to "U.S. correspondent banks"). In this case, the home country bank does not hold an account in the U.S. correspondent bank for transfer purposes, but the home country bank receives funds through an established "transfer routing procedure" from the U.S. bank. The IAF EFT payment will be transmitted through the "ABA FEDWIRE" system to the U.S. bank. U.S. bank then will transfer funds through an established "transfer routing procedure" to the home country bank. Then, the home country bank will deposit the funds in the account of the payee. The home country bank will provide the payee with the "ABA FEDWIRE" number of the U.S. bank and with information on the established "transfer routing procedure" that the U.S. correspondent bank uses to transfer funds to the home country bank.

INFORMATION FOR AN EFT PAYMENT BY THE INTER-AMERICAN FOUNDATION TO THIS U.S. CORRESPONDENT BANK	
U.S. BANK NAME	
STREET ADDRESS (if available)	
CITY, STATE, ZIP CODE	
"ABA FEDWIRE" NUMBER (a 9 digit number)	

INFORMATION FOR THE TRANSMISSION OF FUNDS THROUGH AN ESTABLISHED "TRANSFER ROUTING PROCEDURE" BY THIS U.S. CORRESPONDENT BANK TO THIS HOME COUNTRY BANK
ENTER THE REFERENCE INFORMATION FOR THE "TRANSFER ROUTING PROCEDURE" FROM THE U.S. CORRESPONDENT BANK TO THIS HOME COUNTRY BANK. [For example: a bank code or a branch number or a reference code. If this home country bank does not require any reference information, then leave this item blank.]

INFORMATION FOR THE DEPOSIT BY THIS HOME COUNTRY BANK IN THE ACCOUNT OF PAYEE IN THIS HOME COUNTRY BANK	
EXACT TITLE OF PAYEE ACCOUNT IN THIS HOME COUNTRY BANK	
ACCOUNT NUMBER	

I:\bpd\forms\eft int'l contract payments

Attachment C

**PROGRAM FUNDING
DISBURSEMENT RECORD**

Grantee Name:

Project No.:

Initiation Date:

Grantee Address:

Obligation Doc. No.: _____

Termination Date: _____

Original Grant Amount:

Grantee Telephone:

A P P R: US\$_____

S P T F: US\$_____

DATE	DISB. REQ.NO	DISB. AMOUNT	GRANTEE RECEIPT	AMEND. AMOUNT	BALANCE	NOTES

I:\bpd\forms\disb.record

INTER-AMERICAN FOUNDATION
GRANT PAYMENT REQUEST

PROJECT NUMBER:	
GRANTEE NAME:	

ACCOUNTING INFORMATION:☐ **Disbursement**

 First 2nd 3rd 4th 5th 6th 7th 8th Final

	CODING INFORMATION	US\$ DOLLARS	LOCAL CURRENCY OR US DOLLARS
OBLIGATION NO.:		\$	
FUND CODE:			
DIVISION:			
COST CENTER:			
B O C:	4101		

☐ **DISBURSEMENT DONE BY ELECTRONIC FUNDS TRANSFER**

 (See Annex D-1 EFT form attached)

☐ **DISBURSEMENT DONE BY CHECK** _____

(See Annex D-2 Check form attached)

 AUTHORIZING SIGNATURE

 DATE

I:\bpd\forms\grntpayment.doc

**IAF FOREIGN GRANTEE REQUEST FORM
FOR AN ELECTRONIC FUNDS TRANSFER (EFT)
THROUGH THE "ABA FEDWIRE" SYSTEM**

**FOR THE DISBURSEMENT OF IAF GRANT FUNDS
BY THE INTER-AMERICAN FOUNDATION (IAF)
IN UNITED STATES (U.S.) DOLLARS**

PROJECT NUMBER:	
NAME OF THE GRANTEE:	
EMAIL ADDRESS OF THE GRANTEE:	
TELEPHONE:	

NAME, TITLE, TELEPHONE NUMBER, AND SIGNATURE OF THE GRANTEE OFFICIAL: Name: Title:	DATE:
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**SELECT ONLY ONE OF THE ATTACHED THREE OPTIONS THAT
DESCRIBE THE CURRENT STATUS OF THE BANK
THAT HOLDS THE ACCOUNT OF THE GRANTEE**

OPTION 1

ACCOUNT OF THE GRANTEE IN A UNITED STATES (U.S.) BANK

IAF transfer through the "ABA Fedwire" system to the account of the grantee in a United States (U.S.) bank: **The IAF EFT payment will be transmitted through the "ABA FEDWIRE" system to the U.S. bank that holds the account of the grantee. The U.S. bank then deposits the funds in the account of the grantee. The U.S. bank will provide the grantee with the "ABA FEDWIRE" number.**

INFORMATION FOR AN EFT PAYMENT BY THE INTER-AMERICAN FOUNDATION TO THIS U.S. BANK
U.S. Bank Name:
Street Address (if available):
City, State, Zip Code:
"ABA Fedwire" Number (a 9 digit number):

INFORMATION FOR THE DEPOSIT BY THIS U.S. BANK IN THE ACCOUNT OF THE GRANTEE IN THIS U.S. BANK
Exact Title of the Account of the Grantee in this U.S. Bank:
Account Number:

OPTION 2

ACCOUNT OF THE GRANTEE IN A HOME COUNTRY BANK
THAT HOLDS AN ACCOUNT IN A UNITED STATES (U.S.) BANK

IAF transfer through the "ABA Fedwire" system to a United States (U.S.) bank for deposit in the account of the home country bank: **Some grantees hold accounts in home country banks that sometimes maintain accounts in U.S. banks (referred to "U.S. correspondent banks"). The IAF EFT payment will be transmitted through the "ABA FEDWIRE" system to the U.S. bank that holds the account of the home country bank. Then, the home country bank will deposit the funds in the account of the grantee. The home country bank will provide the grantee with the "ABA FEDWIRE" number of the U.S. bank and the account number of the home country bank.**

INFORMATION FOR AN EFT PAYMENT BY THE INTER-AMERICAN FOUNDATION TO THIS U.S. CORRESPONDENT BANK
U.S. Bank Name:
Street Address (if available):
City, State, Zip Code:
"ABA Fedwire" Number (a 9 digit number):

INFORMATION FOR THE DEPOSIT BY THIS U.S. CORRESPONDENT BANK IN THE ACCOUNT OF THE HOME COUNTRY BANK IN THIS U.S. CORRESPONDENT BANK
Exact Title of the Account of the Home Country Bank in this U.S. Correspondent Bank:
Account Number:

INFORMATION FOR THE DEPOSIT BY THIS HOME COUNTRY BANK IN THE ACCOUNT OF THE GRANTEE IN THIS HOME COUNTRY BANK
Exact Title of the Account of the Grantee in this Home Country Bank:
Account Number:

OPTION 3

ACCOUNT OF THE GRANTEE IN A HOME COUNTRY BANK THAT MAINTAINS AN
ESTABLISHED "TRANSFER ROUTING PROCEDURE" WITH A UNITED STATES
(U.S.) BANK

IAF transfer through the "ABA Fedwire" system to a United States (U.S.) bank that maintains an established "transfer routing procedure" to transmit funds to the home country bank: **Some grantees hold accounts in home country banks that receive funds through an established "transfer routing procedure" from U.S. banks (referred to "U.S. correspondent banks"). In this case, the home country bank does not hold an account in the U.S. correspondent bank for transfer purposes, but the home country bank receives funds through an established "transfer routing procedure" from the U.S. bank. The IAF EFT payment will be transmitted through the "ABA FEDWIRE" system to the U.S. bank. The U.S. bank then will transfer funds through an established "transfer routing procedure" to the home country bank. Then, the home country bank will deposit the funds in the account of the grantee. The home country bank will provide the grantee with the "ABA FEDWIRE" number of the U.S. bank and with information on the established "transfer routing procedure" that the U.S. correspondent bank uses to transfer funds to the home country bank.**

INFORMATION FOR AN EFT PAYMENT BY THE INTER-AMERICAN FOUNDATION TO THIS U.S. CORRESPONDENT BANK
U.S. Bank Name:
Street Address (if available):
City, State, Zip Code:
"ABA Fedwire" Number (a 9 digit number):

INFORMATION FOR THE TRANSMISSION OF FUNDS THROUGH AN ESTABLISHED "TRANSFER ROUTING PROCEDURE" BY THIS U.S. CORRESPONDENT BANK TO THIS HOME COUNTRY BANK
Enter the reference information for the "transfer routing procedure" from the U.S. correspondent bank to this home country bank. For example: a bank code for a branch number or a reference code. If this home country bank does not require any reference information, then leave this item blank.

INFORMATION FOR THE DEPOSIT BY THIS HOME COUNTRY BANK IN THE ACCOUNT OF THE GRANTEE IN THIS HOME COUNTRY BANK
Exact Title of the Account of the Grantee in this Home Country Bank:
Account Number:

**IAF FOREIGN GRANTEE REQUEST FORM
FOR A DISBURSEMENT BY CHECK****DISBURSEMENT OF IAF GRANT FUNDS
IN U.S. DOLLARS OR LOCAL CURRENCY****BASIC INFORMATION**

PROJECT NUMBER:	
NAME OF THE GRANTEE:	
TYPE OF CURRENCY (check only one):	UNITED STATES DOLLARS: LOCAL CURRENCY:
E-MAIL ADDRESS OF PAYEE:	
TELEPHONE NO. OF GRANTEE:	

ADDRESS FOR DELIVERY BY FEDERAL EXPRESS OF THE CHECK PAYMENT

TO GRANTEE:	TO LLAS:	TO US EMBASSY (Brazil):
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Name of Recipient:
Telephone:
Name of Organization:
Address:
Dept/Floor
City:
State/Province:
Email Address:

SIGNATURE OF THE GRANTEE OFFICIAL: Name: Title:	DATE:
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